



PROCEDURE FOR COMBINING OR SPLITTING PARCELS

In order for our office to combine or split property into parcels of new legal descriptions, the following criteria must be met.

Combinations:

1. Only the property owner may request in writing that the properties be combined. Owner must complete the request form and provide contact information.
2. Properties must be in the same ownership name.
3. Properties must be contiguous.
4. Properties must be located in the same tax district (including CRA districts).
5. No delinquent taxes on any of the properties.
6. If outstanding mortgages exist on any of the properties, a letter from the mortgagor acknowledging and allowing the combination must be provided.

Splitting Property:

1. Only the property owner may request (in writing) that the properties be split. Owner must complete the request form and provide contact information.
2. If outstanding mortgages exist on the property, a letter from the mortgagor acknowledging and allowing the split must be provided.
3. Owner must provide the legal description of all properties after the split or separation. If available, please provide survey.
4. No delinquent taxes on the property.

IMPORTANT: Property owners need to be aware that combining or splitting parcels can produce “illegal” parcels of record that may render a property an unbuildable site or cause complications in regards to zoning requirements. It is the responsibility of the property owner to inquire to the appropriate planning/zoning departments the effects of their combination and/or split request.